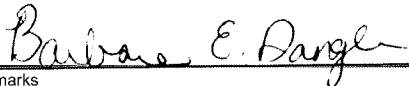


**UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
HUMAN RESOURCES SHARED SERVICE CENTER**

Position Description Coversheet <i>(Please read instructions on back)</i>			1. Position No. EPES01093		2. Incumbency Allocation Only? May not be IA'ed			
3. Reason for Submission New		4. Employing Office Location Washington, D.C.		5. Duty Station Washington, D.C.		6. BUS Code 8888		
Explanation (Show any positions replaced)		7. Fair Labor Standards Act Exempt-Executive		8. Financial Statements Required OGE-278 Required		9. Cybersecurity Code a. 00 b. _____ c. _____		
		10. Position Status SES (General)		11. Supervisory Status Code 2-Supervisor or Manager				
		12. Competitive Level Code		13. Competitive Area		14. Drug Testing Yes		
		15. Extramural %		16. Functional Class Code N/A		17. Medical Monitoring		
		18. Position Sensitivity Critical Sensitive		19. Security Clearance Top Secret		20. Position Risk High		
		21. Emergency Essential		22. Developmental Position No		23. Full Performance Level Current Level		
24. Position Classification		Official Title of Position				Pay Plan	Occupational Code	Grade
a. Official Allocation		Principal Deputy Associate Administrator for Policy				ES	0340	00
25. Organizational Title of Position (if different from official title)				26. Name of Employee (if vacant, state such) Philip Fine				
27. Department, Agency, or Establishment Hierarchy								
a. 1st Tier Org Code		1st Tier Org Description Environmental Protection Agency						
b. 2nd Tier Org Code A0000000		2nd Tier Org Description Office of the Administrator						
c. 3rd Tier Org Code AA000000		3rd Tier Org Description Office of Policy						
d. 4th Tier Org Code		4th Tier Org Description						
e. 5th Tier Org Code		5th Tier Org Description						
28. Supervisory Certification: I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships. The position is necessary to carry out Governmental functions for which I am responsible. This certification is made with knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.								
a. Typed Name and Title of Immediate Supervisor Dan Utech, Chief of Staff				b. Typed Name and Title of Higher-Level Supervisor or Manager Jane Nishida, Acting Administrator				
Signature Utech, Dan		Digitally signed by Utech, Dan Date: 2021.02.02 16:58:06 -05'00'		Signature JANE NISHIDA		Digitally signed by JANE NISHIDA Date: 2021.02.02 17:27:32 -05'00'		
29. Classification/Job Grading Certification: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U. S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standard.				Information for Employees: The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or U.S. Office of Personnel Management.				
a. Typed Name and Title of Official Classifying the Position				30. Position Classification Standards Used in Classifying/Grading Position				
Signature 		Date 2/2/21						
31. Remarks Executive Resources position.								

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NOTE: DO NOT print this form. Printing will disable the electronic signature features. This form will not be accepted if it is printed and scanned.

Principal Deputy Associate Administrator for Policy

ES-0340-00

Introduction

This position is located in the Immediate Office of the Office of Policy (OP), in the Office of the Administrator in the U.S. Environmental Protection Agency (EPA). The Principal Deputy Assistant Administrator (PDAA) for Policy serves under the Associate Administrator (AA) for Policy, assisting the Associate Administrator in managing the Office of Policy. The incumbent has a variety of special and ongoing responsibilities relating to the coordination of policy, regulations, and communications.

OP supports EPA's mission by promoting innovation that achieves greater and more cost-effective public health and environmental protection. The Office, in consultation with its different internal and external stakeholders and partners, supports and oversees the testing of new and innovative approaches to environmental protection and related policy changes. OP is the focal point for regulatory analyses, policy development and economic analyses necessary to support EPA's regulatory development process and changes in today's business conditions. In concert with other Agency Offices, OP has a lead role in building capacity for program evaluation and other program management tools at EPA as it pertains to assisting the Deputy Administrator in analyzing program effectiveness and promoting best practices and innovation. OP works across all of EPA's programs and regions.

Major Duties and Responsibilities

The Principal Deputy Associate Administrator for Policy serves as the alter ego of the Associate Administrator for Policy and shares fully in the responsibilities of supervising and managing the Office of Policy. The PDAA assists the Associate Administrator in fulfilling his/her duties and serves as the Acting Associate Administrator when needed.

1. Provides advice on policy development, coordination and liaison relating to evolving environmental issues, Agency programs and proposed environmental legislation. Performs special assignments for the Associate Administrator on matters of special concern to the Office. Develops assignments on own initiative or in response to requests by the Associate Administrator. Assignments are broad-based, touching upon wide program areas or activities within the Agency, relationships with other levels of government, interest groups, and other outside organizations. Establishes contacts at the highest official levels for this purpose. Completed assignments include findings, conclusions and specific recommendations for actions.
2. Directs the formulation, implementation, administration and management of policies and programs designed to inform the public and targeted audiences concerning the aims, progress results and background of various environmental policy programs and related actions conducted by the Agency. In coordination with the Associate Administrator, develops Agency guidance and the activities, programs, and staff assigned to the Office of Policy.

3. Develops complex policy innovation strategies to inform and address external stakeholders on matters of special concern to the Administrator, Deputy Administrator, and Associate Administrator. Performs duties that involve planning and conducting program evaluation, analyzing and interpreting data, and resolving problems by applying the relevant performance management frameworks, tools and methodologies used by Agency offices. Provides advice and recommendations on strategic policy development, planning and coordination relating to policies and economics.
4. Represents the Associate Administrator in providing advice and information to the Administrator and/or Deputy Administrator on policy innovations aspects of the Agency's activities and programs. Assures that the policy of openness in all information matters as set by the Associate Administrator and/or Administrator, is honored in all aspects.
5. Represents the Associate Administrator with respect to policy innovations at other Federal Agencies, Congress, private industry, community organizations and environmental and public interest groups. Works with EPA regional offices, and directs staff liaison with those regional offices, to keep constituency groups fully informed of EPA policies and operations.
6. Oversees the development of policies and economics to inform the general public with major EPA programs and activities and informational materials for internal EPA use, in Headquarters, Regions, laboratories, and field offices.
7. Provides policy direction for and coordination and oversight of EPA's relations with constituency groups. Oversees EPA efforts to inform and educate citizens at-large and in school settings and responds to their concerns about all environmental issues. Assures there are opportunities for public involvement in resolution of problems.
8. Represents the Associate Administrator, the Administrator and/or Deputy Administrator in meetings or conferences with other government agencies, Congress, White House staff, business and citizen groups, and interprets existing and proposed plans and issues regarding communications programs. Stimulates interest, elicits support, works out agreements at all levels, and advises on what courses of actions should be taken.
9. Attends conferences for and with the Associate Administrator, assesses the impact and subsequent relevance of all matters discussed, and suggests to the Associate Administrator possible avenues of approach. Follows up by conferring with the OP Office Directors and/or their offices and staffs, discussing these issues and providing them with information developed through personal contacts. Suggests the direction which offices may take in formulating and improving new and existing programs.
10. Keeps informed of important developments affecting the legislation, policies, programs and operations of the policy innovation. Advises the Associate Administrator of significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or leads staff support in the analysis of action memoranda reaching the Associate Administrator's office.

11. Maintains ongoing liaison with officials from EPA Headquarters and Regional Offices, the White House, OMB, other Federal agencies, and key officials in State and local governments to assure continuous harmonized relationships, promote a cooperative interchange of concepts and ideas and negotiate Office and Agency interests as needed. Acts as a source of information to keep the Associate Administrator informed of significant happenings and trends.
12. Supervises a large staff of employees organized into units headed by subordinate managers and supervisors. Plans for staff development including assessment of training needs, and performs supervisory duties involving the establishment and filling of positions, promotion and assignment of personnel, the provision of employee and labor relations services, takes disciplinary actions as necessary, establishes performance standards, appraises staff against these standards, and overall administration of human resources and equal employment opportunity programs within the organization.
13. Performs other duties as assigned.

Supervisory Controls

Receives general direction and broad policy guidance from the Associate Administrator for Policy. Within this broad framework, duties are performed with maximum independence subject to review only for attainment of overall objectives and compliance with policies.